# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: CTR PROGRAM COORDINATOR					
Salary Range: NR36 – Management Benefit Level C					
Position Description: CTR Program Coordinator					
Incumbent:					
Location: Public Works - Engineering/Transportation					

#### **GENERAL PURPOSE:**

Under the direction of the Transportation Engineering Manager, or designee, plan, develop, implement, and coordinate the City's Commute Trip Reduction Program (CTR).

Work is characterized by professional level work in the development, implementation, and coordination of the CTR program. The incumbent's duties include, but are not limited to, identifying and notifying employers affected by the CTR Ordinance; developing and conducting employer training programs and providing assistance in meeting compliance; and evaluating CTR programs developed by affected employers, monitoring compliance and initiating enforcement actions as required.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administer the citywide Commute Trip Reduction (CTR) program.

Evaluate CTR programs submitted by employers, monitor for compliance, and initiate enforcement actions as required.

Provide assistance to employers in marketing programs to employees.

Maintain a database documenting employer activities in complying with the CTR Ordinance.

Develop programs and materials to educate employers about CTR Program requirements and assist in developing effective strategies for promoting their CTR programs.

Provide training to employee transportation coordinators.

Coordinate activities with other state and local agencies and jurisdictions involved in the CTR process.

Develop long-range plans to accomplish Commute Trip Reduction goals and objectives as established by the City Council and Mayor.

Conduct research on a wide variety of policy and operational issues affecting all aspects of promoting alternative modes of transportation to residents, businesses, and institutions using a wide range of analytical and statistical methods to develop recommendations.

Prepare and manage an annual budget and detailed plan for Citywide CTR program, for all CTR-affected employers.

Provide technical assistance on State CTR and Transportation Demand Management (TDM) Policy to elected officials and City staff.

Coordinate with Washington State Department of Transportation to provide technical assistance, data gathering, analysis, program evaluation, and improvements.

Work with State, County, and Regional planning agencies and elected officials to monitor, evaluate, and modify statewide program goals, strategies, and performance.

Enter into contracts with State, County, and Regional public agencies.

Secure funding for employer-based incentive programs.

Work with the City Administration Office to incorporate CTR, public transit, and TDM issues in the City's annual Legislative Agenda.

Develop and maintain positive relationships with the City's Chamber of Commerce and other employer-supportive organizations.

Work closely with staff from other jurisdictions to maximize the impact of concurrent activities; assure collaborative marketing strategies; and strengthen policy proposals to County, Regional, and State agencies.

Develop and publish a newsletter to keep Kent employers informed of their requirements and responsibilities under the CTR Ordinance.

Monitor federal, state, and county legislation for impact on local programs; and review and respond to draft legislation and plans as appropriate.

Identify, acquire, and monitor Federal and State grants.

Serve as the department representative on local and interagency committees; and attend public meetings and hearings on Commute Trip Reduction issues.

Coordinate with the City Legal Department to create, interpret, and modify City ordinances as they affect CTR policy.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

#### PERIPHERAL DUTIES:

Perform related duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES:

#### KNOWLEDGE OF:

- Techniques, practices, and current issues in Commute Trip Reduction programs both locally and nationally
- Federal, state, and local laws and regulations relating to Transportation Demand Management and State Commute Trip Reduction law
- Current literature, trends, and developments regarding Commute Trip Reduction
- Principles and practices of public administration and transportation planning
- Modern office practices, procedures, and equipment including, but not limited to, personal computers and related software such as database management and spreadsheet and word processing programs
- Contract management
- Regional commuter transportation services (vanpool, transit, carpool ride matching system, HOV lanes) and programs (employer pass subsides, alternative work hours, parking management, telecommuting, guaranteed ride home)
- Research, analysis, and problem solving methods
- Governmental budgeting and financial practices, procedures, and methods

### SKILLED IN:

- Developing promotional and educational materials
- Demonstrating interpersonal skills using tact, patience, and courtesy
- Communicating effectively, both orally and in writing, to a wide variety of audiences
- Preparing and delivering oral presentations
- Using proper telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries
- Maintaining records and preparing reports

### **ABILITY TO:**

- Monitor agreements between the City and service providers and take corrective action, as needed
- Work in a group setting using a collaborative, consensus-building communication style
- Plan, develop, implement, and coordinate various programs
- Develop and oversee a program budget
- Train and provide work direction to others
- Prepare clear and concise project plans
- Plan and organize work to meet schedules, timelines, and conduct various research projects
- Consider multiple solutions, apply long-range objectives, and recommend most appropriate solution
- Generate creative marketing, motivation, and implementation strategies
- Teach TDM concepts effectively to employer groups
- Establish and maintain cooperative and effective working relationships with others

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#### **EDUCATION AND EXPERIENCE:**

Education: Bachelor's degree in Public Administration, Transportation Engineering, Urban

Planning, Civil Engineering, or related field; and

Experience: Two (2) years of increasingly responsible professional or technical experience in CTR

coordination or related work.

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed

above.

# LICENSES AND OTHER REQUIREMENTS:

 Valid Washington State Department of Transportation CTR Program Reviewer certification, or the ability to obtain within six (6) months

 Valid Washington State Driver's license, or ability to obtain within thirty (30) days of employment

# MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, calculator, and projector.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to travel to various work sites or meetings several times per week. The employee is occasionally required to lift training/informational material (i.e. booklets, pamphlets) weighing up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

### **WORKING CONDITIONS:**

Work is performed in a typical office environment with a moderate noise level. Some work will include travel to local businesses, meetings, and other forums. Attendance at evening and weekend meetings is required. The incumbent may be subject to irate or disgruntled individuals.

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SIGNATURE	ES:			
Incumbent's Signature		Date	Supervisor's Signature	Date
Approval:				
Department	t Director/Designee	 Date	Employee Services Director/ De	signee Date
** Note:	This document will b	e reviewed an	nd updated annually at the time of the position becomes vacant; or, if the	ne employee's

Revised: 6/27/06; 1/18/08